



CITY of LAS VEGAS

Department of Human Resources

**OPEN (Job Code 082391080)
QUALITY ASSURANCE OFFICER
(Water Pollution Control Facility)**

APPROXIMATE MONTHLY STARTING SALARY: \$5,072

**OPENING DATE: September 19, 2008 at 8 a.m.
FILING DEADLINE: October 14, 2008 at 4:30 p.m.**

**LAS VEGAS CITY
COUNCIL**
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**DIRECTOR OF
HUMAN RESOURCES**
F. CLAUDETTE ENUS

*(Please attach a copy of your **SUPPLEMENTAL ASSESSMENT** and any required license(s), certificate(s) and/or degree to your application)*

For a college or university degree earned outside of the United States please attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

We are currently recruiting for the position of Quality Assurance Officer at the Water Pollution Control Facility. The purpose of this recruitment effort is to establish an eligible list for future job openings. **INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Bachelor's degree from an accredited college or university with major in chemistry, bacteriology, sanitary engineering, chemical engineering, public health engineering or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree. Three years of increasingly responsible chemical or biological laboratory testing experience.

LICENSE AND CERTIFICATE: Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

- Possession of a Grade I Water Quality Analyst certificate from the Nevada Water Environment Association within 6 months of the date of appointment.
- Possession of a Grade II Water Quality Analyst certificate from the Nevada Water Environment Association within 9 months of the date of appointment.
- Possession of a Grade III Water Quality Analyst certificate from the Nevada Water Environment Association within 15 months of the date of appointment.
- Possession of a Grade IV Water Quality Analyst certificate from the Nevada Water Environment Association within 18 months of the date of appointment, and maintenance thereafter.

EXAMINATION PROCEDURES: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. **CURRENT** City of Las Vegas application forms must be obtained between 8 a.m. and 5 p.m., Monday through Friday on the Second Floor of City Hall, 400 Stewart Avenue and must be received in the Department of Human Resources by the filing deadline. The supplemental assessment is the examination and must be worked on individually by the applicant only. Falsification of information may result in disqualification from a recruitment or removal from a City position. Additional information will not be accepted after the closing date. ***The supplemental assessment of all qualified applicants will be reviewed for placement on an eligible list.***

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, ***and may be required to demonstrate the ability to perform the physical requirements of the job.***" Some positions may require preliminary background checks.

Duties may include, but are not limited to the following:

ESSENTIAL FUNCTIONS: Develop, implement and coordinate programs designed to ensure the validity of data generated by the Environmental Division laboratory, which conducts tests and evaluations to ensure compliance with regulatory requirements. Compile data and prepare analytical reports from sampling, field and laboratory testing, quality assurance evaluations, special projects or statistical analyses for review by the Laboratory Superintendent; submit reports to other staff and outside agencies. Analyze routine and ad hoc laboratory reports and analysis and recommended improvements in processing, materials, installations, machinery and equipment. Review laboratory data to ensure that quality control protocols are met; check for National Pollution Discharge Elimination System (NPDES) permit violations, unusual results, plant performance problems and related items. Investigate problems and coordinate solutions with Laboratory Superintendent and other laboratory and plant staff. Monitor laboratory analysis and field sampling activities; recommend and coordinate necessary modifications. Assist in the development and maintenance of the laboratory information management system including report production mechanisms. Coordinate routine exchange of information and data with various agencies.

SEE REVERSE SIDE FOR MORE INFORMATION

QUALITY ASSURANCE OFFICER
Job Code 082391080

You will be evaluated on your:

Knowledge of: Laboratory procedures, techniques and equipment relating to wastewater and industrial waste analysis. Laboratory quality assurance programs and quality control mechanisms. Permits and regulations relative to the analysis of wastewater. Modern laboratory procedures, methods, computer equipment. Applicable sampling procedures and field equipment. Laboratory information management systems, databases, and spreadsheets. Database queries and mechanisms for report generation. Data validation procedures. Pertinent federal, state and local laws, codes and regulations. Laboratory hazards and standard safety practices.

Ability to: Review the work of lower level staff. Interpret and explain laboratory policies and procedures. Conduct complex research projects. Use computers and a variety of complex computer software programs. Analyze, interpret and apply the results of laboratory testing. Coordinate the activities of a technical laboratory. Prepare clear, concise and technical reports. Work independently in the absence of supervision. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work, including city officials and the general public. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: walking, standing or sitting for extended periods of time; and operating assigned equipment and vehicles. Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; and operating assigned equipment and vehicles. Maintain mental capacity which allows the capability of: making sound decisions; and effective interaction and communication with others; and demonstrating intellectual capabilities.

You will be notified of your placement on the eligible list after the examination process is completed. The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. **To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.**



City of Las Vegas

Quality Assurance Officer

**Supplemental Assessment
(Required)**

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment to be submitted with your City application. Civil Service Rules require the completion of the application in its entirety. You may attach a copy of your resume, but it is your application that will be used to determine your qualifications. **Please be thorough.**

The supplemental assessment is the tool by which we will evaluate your work experience, as it relates to this position. This assessment will be used to determine your placement on the eligibility list(s) for consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process.

PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this assessment are true.

Signature

NAME: _____
Please print

Social Security Number: _____

Date: _____

***Quality Assurance Officer - 2008
Supplemental Assessment***

Please fill out the following information:

College attended:

Degree: Yes ☐ ☐ No

1. Please describe your degree in chemistry, bacteriology, sanitary engineering, chemical engineering, public health engineering.

If you do not have a college degree, please indicate the training, work experience, and education that qualify you for this position. Be specific and indicate the amount of time in years and level of experience.

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Quality Assurance Officer - 2008

Supplemental Assessment

2. Describe your expertise and experience in managing or participating in analytical laboratory quality assurance programs.

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Quality Assurance Officer - 2008

Supplemental Assessment

3. Describe your expertise and experience in reviewing and validating physical, chemical, microbiological analytical data and reports.

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Quality Assurance Officer - 2008

Supplemental Assessment

4. Describe your expertise and experience in performing physical, chemical, microbiological determinations in water, wastewater, or other samples.

[illegible]

Quality Assurance Officer - 2008

Supplemental Assessment

5. Describe your expertise and experience in managing or participating in laboratory safety programs.

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***Quality Assurance Officer - 2008
Supplemental Assessment***

6. Describe your expertise and experience in wastewater treatment.

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Quality Assurance Officer - 2008

Supplemental Assessment

7. Describe your expertise and experience in managing, working with, and extracting data from databases. Please tell us what type of database i.e. Oracle and/or LIMS and the number of years/mo. experience you have with each database.

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***Quality Assurance Officer - 2008
Supplemental Assessment***

8. Describe your expertise and experience with producing reports, particularly with Microsoft products.

[illegible]

Supplemental Assessment

9. Describe your expertise and experience in writing manuals, policies, and procedures for a laboratory environment.

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***Quality Assurance Officer - 2008
Supplemental Assessment***

10. Describe your expertise, experience, and/or training in time management when handling a substantial workload and meeting important deadlines.

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